

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

MOBILITY ASSISTANT/DRIVER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of the Dean of Special Programs and Services, safely transports disabled students to various locations on the campus using a motorized vehicle; performs duties in compliance with the Americans with Disabilities Act (ADA) requirements; maintains records/logs of services provided; ensures equipment is safe and operational.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Safely transport disabled students in compliance with ADA requirements.
2. Provide mobility orientation assistance for new students.
3. Operate a specially adapted motorized vehicle; operate hydraulic lift for students as necessary.
4. Assist students to and from classes; pick up disabled students at designated locations; assist students on and off vehicle as necessary.
5. Serve as a guide for visually impaired and injured students.
6. Coordinate pick-up schedule and maintain log of students receiving services.
7. Provide assistance for special education testing services; pick up and deliver academic tests for the testing services office.
8. Perform routine safety inspection on vehicle and adaptive equipment; assure completion of necessary repairs; maintain appropriate logs and records.
9. Communicate with appropriate District staff regarding vehicle and/or equipment repairs and student transportation needs.
10. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Methods and techniques of transporting disabled individuals.
2. Safe driving techniques.
3. Occupational hazards and standard safety practices.
4. Basic principles of record keeping and filing.

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Ability to:

1. Operate a motorized vehicle safely and observe legal and defensive driving practices.
2. Ensure adherence to safe work practices and procedures.
3. Maintain a variety of records and logs.
4. Assist students with disabilities on and off vehicle.
5. Lift equipment into vehicle.
6. Inspect, operate, service and make minor repairs on equipment.
7. Follow established methods and procedures for assigned area.
8. Understand and follow oral and written instructions.
9. Use patience, tact and diplomacy when interacting with students and/or the general public.
10. Exercise sound judgment in knowing when to refer questions to higher authority for decisions.
11. Perform duties in an organized, efficient, and timely manner without immediate supervision.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
13. Communicate clearly and concisely, both orally and in writing.
14. Establish and maintain effective working relationships with those contacted in the course of work.
15. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of driving experience; some experience transporting disabled individuals is desirable.

License or Certificate:

Possession of a valid Class C California Driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed outdoors with exposure to all types of weather and temperature conditions; extended periods of time driving a vehicle; regular interaction with students and staff.

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Physical:

Primary functions require sufficient physical ability and mobility to drive a vehicle; to sit for prolonged periods of time; to lift, carry, push, and/or pull moderate to heavy amounts of weight to move equipment and to assist disabled individuals; and to verbally communicate to exchange information.

Adopted by Board of Trustees on 3/20/12

Effective: 3/21/12

Job Family: Technical – Paraprofessional